



COMMONWEALTH of VIRGINIA

Department of Emergency Management Training, Education and Exercise Division

Application for Adjunct Instructor for Search and Rescue

Search and Rescue training programs are those courses that address the needs of police, fire-rescue, EMS, emergency managers, volunteer search and rescue responders, and others who might have a duty to respond to a search and rescue emergency. These courses range from 1 to 5 work days (8 to 40 hours) of instruction, are conducted multiple times per training year, and often include weekends. Candidates will be expected to train outside of the VDEM region in which they live up to twice a year.

Adjunct Instructors receive compensation for course preparation and delivery time and are reimbursed for travel costs (lodging, meals, and miles at state per diem rates) for each course delivery. Adjunct instructors will be expected to train regularly with their primary search and rescue organization and maintain the requirements for certification as noted by the Commonwealth of Virginia Search and Rescue Standards. If selected, candidates will need to complete a Train the Trainer course, maintain appropriate certifications and attend an annual refresher on course content.

Adjunct Instructors in this role would be utilized to instruct the following courses produced by the Commonwealth of Virginia Search and Rescue Program:

- SAR Skills for First Responders
- SAR Team Leadership
- SAR Management Skills for First Responders
- Foundations of Awareness, Sign cutting, and Tracking (FAST)
- Other various courses and workshops that focus on specific aspects of search and rescue as developed and delivered by the program.
- SAR Team Operations
- SAR Management Team Operations
- Lost Person Behavior

NOTE: Not all adjunct instructors will be qualified to teach all the classes offered in this subject matter area. This list shows examples of the scope of courses offered.

Minimum Qualifications: Five years experience as a Search and Rescue Practitioner for a public safety agency, other local or state government agency, or related organization with an active role in search and rescue as it relates to response and recovery to lost / missing persons, disasters, and other emergency incidents. (Documentation of experience may be requested during the selection process.)

Completion of a recognized training course providing qualifications in techniques of instruction and adult education methodologies with experience applying these techniques in a professional setting. Some FEMA/State courses that have been identified as meeting this requirement include:

- G-0265 Instructional Delivery Skills / G-0141 Instructional Presentation and Evaluation Skills
- E-0262 Instructional Delivery for Subject Matter Experts

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- E-0611 Instructing and Facilitating in the Classroom and Online
- PER-266 Instructor Training Certification
- NFA/VDFP Fire Instructor Certification
- DCJS General Instructor
- VDH/OEMS EMS Education Coordinator (Completed prior to 2018)

(Equivalents will be evaluated on an individual basis. Documentation of such training must be included with employment application submission.)

Successful completion of the following FEMA /EMI courses is required:

- IS-0100 Introduction to the Incident Command System (On-line or classroom)
- IS-0200 ICS for Single Resources and Initial Action Incidents (On-line or classroom)
- IS-0700 National Incident Management System, An Introduction
- IS-0800 National Response Framework, An Introduction
- IS-809 Emergency Support Function (ESF) #9 Search and Rescue

Certificates of completion or a verified transcript should accompany required VDEM Wage Employment Application.

Preferred Qualifications:

- Completion of each Search & Rescue course listed above the applicant wishes to instruct.
- Additional Search and Rescue related coursework.

Completion of additional EMI and VDEM emergency management courses reflecting a broad knowledge of Emergency Preparedness expertise.

Additional Requirements: Pass Criminal and Professional Background Check and DMV Records Check

Instructor candidates will be required to demonstrate instructional skills in a classroom setting as part of the hiring process.

Certificates of completion should accompany required VDEM Wage Employment Application.

Submit completed VDEM Wage Employment Application, resume and required training certificates to:

Virginia Department of Emergency Management
Human Resources Division
10501 Trade Court
North Chesterfield, Virginia 23236

Phone inquiries: (804) 897-6500

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